

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title:	Chief Legal Counsel
Position Number:	58101009
Division:	Director's Office
Bureau:	Office of Legal Services
Pay Band/Salary Range:	9/\$80,000 - \$100,000 DOQ
Type of Employment:	Permanent/Full-time
Application Materials Required:	State Application, Letter of Interest, Resume, and References
Location:	Helena, MT
Hiring Supervisor:	Dan Bucks, Director
Closing Date:	Open until filled; 1st review November 13, 2006

The Chief Legal Counsel is the principal legal officer and advisor to the director. The predominant focus of this position is the leadership and management of the Office of Legal Services. The ideal candidate will demonstrate the ability to successfully lead a group of talented staff facing many challenging issues. This includes being committed to developing the Office of Legal Services as a staff widely known for its professional competence, integrity, and ability to advance the goals of justice and fairness in taxation.

The Legal Services staff includes attorneys, paralegals, support staff, hearing officer, rules and policy officer, and disclosure officer. The office is responsible for managing issues, policies, and cases related to a wide range of property, individual income, corporation license, natural resource, and sales and excise taxes, including property valuation, tax collection and compliance, and bankruptcy, and the administration of liquor, tobacco, abandoned property, and other laws the department of revenue is responsible for administering. Cases are frequently complex with great precedential effect and substantial monetary value (often in the millions and even tens of millions of dollars).

The Chief Legal Counsel is expected, directly and indirectly through other staff, to:

- lead and manage the Office of Legal Services, including developing goals, identifying needed resources, identifying problems, and developing action plans and methods for progress measurement and review
- hire, supervise, evaluate, reward, discipline, support and develop Legal Services staff
- manage Legal Services staff training, professional development, and resources
- manage and supervise the prosecution and defense of litigation and disputes to which the department is a party, including, when warranted, preparing pleadings and briefs and appearing and arguing on behalf of the department before tribunals that include:
 - the State Tax Appeal Board
 - state and federal district courts
 - the Montana Supreme Court and other appellate courts
- manage the employment and performance of outside attorneys and expert witnesses
- evaluate department compliance with state and federal statutes, rules, and policies
- recommend improvements in state laws and department rules, policies, procedures, and practices
- supervise and manage the drafting of department legislation and the review of all legislation that affects the department
- provide counsel and advice in setting, and leadership in accomplishing, department policies and goals
- evaluate and provide advice about state and national legal and tax developments
- coordinate and advance the department's legal and compliance activities, objectives, and agendas with other states, with other Montana agencies and political subdivisions, with federal agencies, and with state tax organizations
- represent the department in legislative, public, and other matters when requested
- provide such other legal advice, representation, and counsel the Director requests

Competencies: The incumbent must demonstrate skill and ability in leadership, mentoring, and management; in litigation and legal practice; in analytical and strategic thinking; and in writing and oral and interpersonal communications. The position requires extensive knowledge of the laws administered by the department; considerable knowledge of general principles and practices of law; administrative and court procedures, law office practices and procedures, the state tax system, state and federal law, the legislative process, governmental organizational structure, and how to develop goals and strategies, negotiation and conflict resolution skills; the ability to seek innovative solutions and proactively focus efforts and energy on successfully attaining goals and objectives; assuming accountability for decisions, actions, and results as they pertain to the department; and following issues through to completion.

Education and Experience: Must possess a Juris Doctorate from an accredited university and have at least six years legal experience or equivalent education and experience; a diverse and broad knowledge of tax law; superior skills as an advocate, and legal draftsman and professional counsel. A minimum of 3 years of leadership and management of a legal work unit is required.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://mt.gov/statejobs/statejobs.asp>. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies *may* be measured through an evaluation of *some or all* of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://mt.gov/statejobs/statejobs.asp>.
2. Letter of interest.
3. Resume.
4. References. Include with your resume the complete contact information for three professional references.
5. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.